

Credential Application

Remit to:
State of Wisconsin
Department of Commerce-Credentialing
P.O. Box 78780
Milwaukee WI 53293-0780
Phone (608) 261-8467
TTY: Contact Through Relay
7:45 a.m. - 4:30 p.m.
E-mail: madisoncred@commerce.state.wi.us

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].

THE CREDENTIAL WILL NOT BE PROCESSED UNLESS YOU:

- A. Sign and date this form;
- B. Submit a complete application with all blanks filled in or marked non-applicable;
- C. Attach the specified fee; and
- D. Attach documents if specified on this application.

Instructions: Please review any pre-printed information in the boxed portions of this application. Clearly print corrections or new information where needed. Please use a color of ink other than black. **Be certain to sign and date the application.** The applicant's social security number is mandatory information. **Make a photocopy of the completed application for your records.**

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. **Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The Department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license according to Wisconsin Stats, but they may not be disclosed to anyone except other State of Wisconsin governmental agencies.**

Applicant Information	
Applicant's Social Security No:	
Applicant's Name (First, Middle and Last):	
Address No. & Street, or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country, If Other Than United States:	
Telephone No. (include area code):	
If Available, Fax No. (include area code):	
If Available, E-mail Address:	

Applicant's Signature

Date (mo/day/yr)

Send application and payment to: State of Wisconsin, Department of Commerce-Credentialing, P.O. Box 78780, Milwaukee, WI 53293-0780

Overnight mail delivery and Office location: State of Wisconsin, Department of Commerce-Credentialing 201 W. Washington Ave., Madison, WI 53703

All other correspondence: Wisconsin Department of Commerce, Safety & Buildings Div., P.O. Box 7082, Madison, WI 53707

MANUFACTURED HOME INSTALLER LICENSE

Application and License Fee (nonrefundable): \$115.00 class code 7655

Make checks payable to: Department of Commerce. The fee consists of a \$15 application fee and a license fee of \$100. When the license is issued it will be good for 4 years from date of issuance. No person may install a manufactured home onto a foundation or other support system unless the person holds a manufactured home installer license, or is under the direct supervision of a person who

holds the manufactured home installer license. The owner of a manufactured home who will reside in the home is exempt from this rule. This exemption does not apply to the owner who contracts for or otherwise arranges for the installation. A person is not required to hold a manufactured home installer license for electrical, plumbing or HVAC work associated with the installation of a manufactured home.

Reason for Credential: A person who holds a license issued by the department as a licensed manufactured home installer may install, or supervise the installation of, a manufactured home onto a foundation or other support system pursuant to s. 101.96, Stats.

Education Hours Required to Renew: The renewal of a license as a manufactured home installer shall be contingent upon the installer obtaining at least 12 hours of acceptable continuing education three months prior to the expiration date of their credential. A person who holds a license as a manufactured home installer may apply to the department for waiver of the continuing education requirements on the grounds of prolonged illness or disability or similar circumstances. Each application for waiver shall be considered individually on its merits by the department.

Requirements of Credential: A person who installs or supervises the installation of manufactured homes as a licensed manufactured home installer shall:

- Be at least 18 years of age,
- Not be found responsible in any judicial or administrative forum of any violation of s. 101.96, Stats., during the 2 years before the date on which the person's license application is submitted,
- Not be found responsible in any judicial or administrative forum during the 2 years before the date on which the person's license application is submitted for any failure to perform an installation of a manufactured home as required under contract or for defrauding any person with regard to the provision of installation services,
- Be responsible for compliance with the installation requirements of chs. Comm 21 and 27, and
- Carry on his or her person the license issued by the department while performing or conducting the activity or activities permitted under the license.

1. **Fill** in the applicant's birth date (month/day/year, example 04/02/60):

APPLYING FOR MANUFACTURED HOME INSTALLER LICENSE

A person may obtain a credential as a licensed manufactured home installer by submitting an application, an application fee, the license fee, and one of the following:

Method 1	Evidence that the person holds a manufactured home installer license issued by the Federal Department of Housing and Urban Development. ATTACH a copy of the federal license.
Method 2	Evidence that the person holds a manufactured home installer license issued by a state administrative agency (SAA) that has an installer licensing program that is equivalent to the rules under this section. ATTACH a copy of the state license AND ATTACH the petition for variance form (SBD-9890) to demonstrate equivalency along with a check for the petition in the amount of \$200 made payable to Department of Commerce. See Chapter Comm 3.
Method 3	Evidence that the person has completed at least 12 hours in an approved course or courses in the installation of manufactured homes within one year prior to the date of application. The course or courses shall include instruction in at least the following subject matter and one or more tests on the subject matter: <ul style="list-style-type: none"> a. Soil mechanics. b. Site preparation. c. Structural support, stabilization and anchorage. d. Setting. e. Ventilation of crawl spaces. f. Connections, plumbing, electrical, HVAC. g. Joining of home sections. ATTACH evidence that you have successfully completed an approved course.